



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

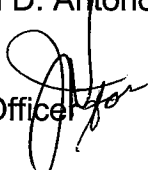
500 West Temple Street
493 Kenneth Hahn of Administration
Los Angeles, CA 90012

JON W. FULLINWIDER
CHIEF INFORMATION OFFICER

Telephone: (213) 974-2008
Facsimile: (213) 633-4733

September 3, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne Brathwaite
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer 

Subject: **INFORMATION TECHNOLOGY OPTIMIZATION WORK GROUP –
STATUS REPORT #3**

As directed by your Board, the Chief Information Office commenced a project to organize and lead a public-private work group to assess and make recommendations to improve the County's effectiveness and efficiency in the use and application of I/T. The I/T Optimization Work Group is comprised of the following three teams that will lead the I/T optimization effort in order to identify and determine the potential benefits to be derived from specific I/T optimization initiatives, the actions that would need to be taken, and the investments and timeframes to realize the benefits.

- County I/T Management (I/T Managers from representative departments)
- County Management (Executive Managers), and
- Non-County (private sector) Management

This memo provides your Board a bi-monthly status of our organizational activities since the last report issued June 2004.

CIO staff briefed Non-County Management Team business partners on the objectives of the assessment and identified the technical representatives from these business organizations that will participate in the project to provide expertise and best practices for I/T based on experiences within their respective organizations or business engagements.

On June 14, 2004, the CIO facilitated a discussion with the County Technical Team and Non-County Management Team's technical representatives to review the project

background and objectives, and to identify potential areas of focus for the assessment. A preliminary list of over forty candidate areas of focus for the assessment were identified organized into the following major categories:

- Strategic Initiatives
- Enterprise Licensing
- Acquisition Strategies
- Infrastructure
- Applications
- Operational
- Organizational

CIO staff summarized these preliminary areas of focus into a matrix that rated each area in terms of its priority, improvements, savings, funding, approval, and risk.

On July 14, 2004, the CIO conducted a meeting with County Technical and Non-County Technical teams to review the matrix and to identify a "short-list" of priority opportunities for the I/T Optimization Assessment. Also, during this meeting a framework was discussed for profiling the "short-list" of opportunities for the assessment. The profile to be developed will provide a description, scope, business value, best practices summary, benefits, cost avoidance, issues, risks, and implementation timeframe for each of the "short-listed" opportunities for I/T optimization.

On August 16, 2004, a follow-up meeting was conducted with the County and Non-County Technical teams to finalize the "short-list" of areas for focus for the assessment (see Attachment 1). CIO staff is currently developing the profiles for the "short-list" areas of focus. Our next meeting will be with the County and Non-County Management Teams to present a project status update and to review the profiles associated with the areas of focus for the assessment.

We will provide you with an update on these activities and the potential opportunities for the optimization of information technology, as identified and discussed with the Management Teams.

If you have questions or require additional information, please contact me at 213.974.2008.

JWF:AD:ygd

Attachment

c: Department Heads
Information Systems Commission
Quality and Productivity Commission

Areas of Focus for the Assessment “Short-List”

The following “short-list” of areas of focus for the assessment was identified by the County and Non-County Technical Teams:

- Data sharing, including data marts and data warehouses, standards for information sharing and “one-stop” shopping among departments.
- Enterprise licensing.
- Procurement of I/T services, including ITSSMA, CMAS, master agreements, model procurement documents, and “center of excellence” concept.
- Single messaging/email system, including archiving and indexing, records management, and retention requirements.
- Standard office suite.
- Directory services.
- Premise-based LANs, including service level agreement (SLA) requirements.
- Server consolidation, including service level agreement (SLA) requirements.
- Storage area networks (SAN).
- Desktop management.

In addition, the team identified the following areas as “Strategic Initiatives” that are currently underway or are part of other major projects such as eCAPS, Business Intelligence, etc. These areas will be pursued outside the scope of this IT Optimization Assessment. They include:

- e-Government
- e-Procurement
- Business continuity
 - Disaster recovery
 - Back-up and recovery
 - Alternate data center – geographically remote
 - Communications, data, infrastructure
 - Delivery of services
- Workforce enablement – employee self-service
- County data center (consolidation)